



RECORDS RETENTION SCHEDULE



Prepared by
STATE RECORDS BRANCH
Public Records Division
Kentucky Department for Libraries and Archives

STATE ARCHIVES AND RECORDS COMMISSION
COMMONWEALTH OF KENTUCKYDepartment of Library and Archives
Division of Archives and RecordsRETENTION AND DISPOSAL SCHEDULE NUMBER III
AGREEMENTSDate Approved 9-9-77
by Commission

Schedule for:

State Board of Embalmers

State Agency

and Funeral Directors

APPROVALS
FOR STATE AGENCY1. Ind. M. E. Eichel
Agency Head and Title2. Mary K. Duvall
Agency Records OfficerDivision of Archives
3. and Records Howard J. Goodpastor
State Archivist and DirectorArchives and Records William M. Williams
4. Commission
ChairmanWE THE UNDERSIGNED OR THE AGENTS THEREOF HAVE EXAMINED THE RECORDS TYPES AS SHOWN BELOW AND
BELIEVE THAT THE DISPOSITION AS RECOMMENDED ON THIS SCHEDULE IS THE PROPER ONEDwight G. Abbott
Records AnalystRalph E. Drake
Assistant State Records
AdministratorLewis Bell
Assistant State ArchivistTHIS RETENTION & DISPOSAL SCHEDULE, APPROVED BY THE STATE AGENCY, IS TRANSMITTED FOR REVIEW
TO: AUDITOR OF PUBLIC ACCOUNTS, AND ATTORNEY GENERAL, OF THE COMMONWEALTH OF KENTUCKY

THE DETERMINATION AS SET FORTH BELOW MEETS WITH MY APPROVAL

8/3/77
Approval Date George L. Atkins
State Auditor Public Accounts8/19/77
Approval DateRobert F. Stephens
Attorney General

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Schedule Date: September 01, 1977

STATE AGENCY RECORDS
RETENTION SCHEDULE

General Government
Embalmers and Funeral Directors, Board of

Series	Records Title		Contents	Retention		
	and Description	Function and Use		Disposition Instruction		
05631	Continuing Education Provider Approval Change Date: 9/13/2007	This series documents the approval of providers for continuing education of licensed Embalmers and Funeral Home Directors. Providers, also called "sponsors", may apply for approval at any monthly Board meeting and must apply not less than 30 days prior to the intended start date of the training. Approved trainings may begin at any point during the year, but all approvals expire on June 30th. Training may be in classroom settings, through correspondence and online. A minimum of four hours of continuing education credits per year are required for licensees. The same course of training may be reapplied each year, or a sponsor may offer a new program each year. Significant changes in a training program made after Board approval must also be approved by the Board. Licensees pay for the training themselves, the Board does not reimburse licensees or sponsors for continuing education training. There is no charge to the sponsors for the application review process.	Series includes a "Request for Approval" form with details of the training program, an attached program schedule and outline, information on the instructors, and evaluation checklists utilized by the Board members. Submissions may include: course catalogs, instructor biographies and general information about sponsors and other related trainings.	Agency: I	Records Center:	Archives Center:
				Destroy one year after the end of the fiscal year in which the provider application was submitted. Destroy supporting catalogs and other materials when no longer needed.		
01079	License Renewal Cards - Active (Includes Out-Of-State License)			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
01088	Apprenticeship Training Report - Six Month			Agency: 3	Records Center:	Archives Center:
				Destroy		
01089	Examination Papers (Actual Answers to Exams)			Agency: 2	Records Center:	Archives Center:
				Destroy		
01080	License Holders - Annual List (File Copy)			Agency: P	Records Center:	Archives Center:
				Retain in Agency		

STATE AGENCY RECORDS RETENTION SCHEDULE

General Government
Embalmers and Funeral Directors, Board of

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
01081	Complaints and Investigation Folders			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
01082	License Application and Examination Folders - Funeral Directors and Embalmers			Agency: 50	Records Center:	Archives Center:
				Destroy		
01083	License Application and Examination Folders - Apprentice Funeral Directors and Embalmers			Agency: 50	Records Center:	Archives Center:
				Destroy		
01084	License Renewal Cards - Inactive; Delinquent; Discontinued			Agency: 10	Records Center:	Archives Center:
				Destroy		
01085	Registration Applications Not Completed - Apprentice Funeral Directors and Embalmers			Agency: 5	Records Center:	Archives Center:
				Destroy		
01086	License Renewal Application - Annual			Agency: 5	Records Center:	Archives Center:
				Destroy		
01087	Apprenticeship Registration Cards - Embalmers and Funeral Directors			Agency: 3	Records Center:	Archives Center:
				Destroy		